

NAVSTABREMINST 5560.13
N3222
24 Apr 01

NAVAL STATION BREMERTON INSTRUCTION 5560.13

From: Commanding Officer, Naval Station Bremerton

Subj: PARKING REGULATIONS

Ref: (a) OPNAVINST 5560.10B

Encl: (1) [Parking Area Map](#)

1. Purpose. To establish Naval Station Bremerton policy and procedures for assignment of parking on Naval Station Bremerton and Puget Sound Naval Shipyard (Shipyard). Commanding Officer, Naval Station Bremerton is the final authority for the designation, and assignment of parking lots and spaces on board Naval Station and its tenant activities. The Shipyard Commander is the final authority for assignments within the Controlled Industrial Area (CIA). Requests for redesignation or reassignment of Naval Station Bremerton parking will be processed through the Parking Office, Code N32222P, located in Bldg 981, phone number 476-0194/7122. Assignment of parking under the cognizance of the Shipyard is processed through the Industrial Security Office, Code 1122.2 at 476-8867.

2. Cancellation. This instruction replaces NAVSHIPYDPUGETINST 5560.13.

3. Scope. This instruction applies to all military, civilian, military and DOD retirees, visitors, contractors, and vendors operating motor vehicles on Naval Station Bremerton and the Shipyard.

4. Definitions. Terms used in this instruction pertaining to parking policies are defined as follows:

a. Type. A specifically designated parking space, or group of spaces, that is designed for a specific purpose. Type designators include Executive, Car/Van Pool, Unusual Hour, and disabled persons.

b. Car/Van Pool. Any passenger vehicle normally designed for and legally capable of transporting two or more (maximum 15) passengers.

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c. Executive. A Commanding Officer, Officer in Charge, Executive Officer or Command Master Chief of ships or tenant commands at Naval Station Bremerton or Puget Sound Naval Shipyard and civilian equivalents which include GS-13 or above, Regional Site Managers and other organizational Directors.

d. Handicapped Employee. An employee with a severe, permanent, or temporary physical or mental impairment which would adversely impact their ability to use Naval Station Bremerton or public mass transportation due to crowded conditions and time constraints. An employee unable to operate a motor vehicle as the result of a permanent impairment (e.g., blindness or deafness), and is driven to their work area.

e. Temporary Handicapped Employee. For parking purposes, an employee who meets or is expected to meet the handicapped conditions of paragraph 4d for a temporary period of not less than ten working days.

f. Over-Subscription. The assignment of more vehicles than the number of parking spaces in the parking lot. Over-subscription is a long-standing method of economically managing parking lots. Car pool, or individual driver are assigned by lot only, and not a particular space in a lot. At any given time 10% to 15% of all employees are absent due to annual leave, sick leave, travel etc.

g. Principal Driver. The person who forms a car pool and is responsible for reporting all changes to the Parking Office, Code N32222P.

h. Unusual Hour Employee. An employee who is assigned to mission-related shift hours for which they are compensated and whose shift hours would preclude the employee from using car pools, mass transportation, or other transportation available to employees assigned to standard shifts. This shift assignment must be for a period of 60 days or greater.

5. Policy

a. Assignment of Parking

(1) Assignment of parking in the CIA, "E" Lot and along Decatur Avenue will be controlled by the Industrial Security Officer C/1122.2. Assignment of parking in NAVSTA Bremerton lots will be controlled by NAVSTA Bremerton Parking Office, C/N32222P.

(2) A priority list will be maintained for civilian personnel desiring parking or assignment to another parking lot. Priority will be based upon total years of Federal Service using

service computation date. For carpools, the service years of all riders will be cumulative.

(3) Individuals may be "bumped" from their assigned parking space if a car pool has a higher priority and if there are no other spaces available. Individual drivers cannot bump another individual.

(4) If the principal driver of a car/vanpool changes, the pool may be maintained by another member of the pool if the new principal driver completes a new Parking Assignment Application Record, reporting all current members of the pool within ten working days of the change.

b. Pier Parking

(1) No contractor or privately-owned vehicle (POV) will operate on any pier without having a Pier Pass prominently displayed in the windshield of such vehicle. Government vehicles are exempt from this provision. Unauthorized vehicles will be issued citations and removed at the owner's expense.

(2) No taxicabs are allowed on any pier.

(3) Pier Passes for contractors are issued by the Pass and Decal Office, Building 981. Passes will be issued for brief periods of time, normally for loading and unloading. When required, longer term parking for contractor support vehicles will be provided in as close proximity as possible. Requirements for longer term parking will be considered on a case-by-case basis.

(4) Assigned parking on each NAVSTA Bremerton homeport pier is designated command parking and will be allocated among the Forces Afloat commands at each pier by the respective pier Senior Officer Present Afloat (SOPA). During periods of exceptionally heavy pier loading, parking may be shifted off the pier to one of the other military parking areas. Assignments must be coordinated with Code N32222P, and with Commanding Officers of other ships berthed at their pier.

(5) Parking for ships berthed within the CIA will be assigned in accordance with paragraph 6.e. of this instruction.

(6) Portable signs must be used to identify command parking spaces assigned for POV's of individual commands. Such signs will be the responsibility of each ship to put into place and remove around ship's movement.

c. Parking Administration

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(1) All personnel, civilian and military, assigned parking at the Naval Station Bremerton, or Puget Sound Naval Shipyard must have a valid Department of Defense (DOD) Decal affixed to their vehicle, vehicle insurance, and vehicle registration, as per reference (a).

(2) Falsification of parking applications/passes will be grounds for loss of base parking or driving privileges.

(3) In the event employees must be dislocated from their assigned lot, they will be notified at least five working days in advance, unless notification is not practical because of emergency repairs or events.

(4) Disapproval of parking applications will have a written explanation provided. The applicant may appeal the decision to NAVSTA Bremerton Security Officer or through the appropriate Bargaining Unit grievance procedure. In the case of parking under the cognizance of Shipyard the appeal should be made to the Shipyard Security Director or appropriate Bargaining Unit.

(5) Unless specifically designated otherwise, commuter parking lots may be used during weekends from Friday 2300 until Sunday 2200 or other holidays by all personnel working during these periods on a first-to-arrive basis.

6. Responsibilities

a. The Bremerton Precinct Commander, Code N3222, will provide overall management and coordination of Naval Station Bremerton parking policies and issues.

b. The Puget Sound Naval Shipyard Security Director, Code 1120, will provide overall management and coordination of Puget Sound Naval Shipyard parking policies and issues inside the CIA and for assignments of Shipyard executive level parking.

c. The Security Operations Division, Code N32221, will enforce parking regulations for all Naval Station Bremerton parking areas. Code N32222P Parking Office personnel will assist in parking regulation enforcement.

d. Base Parking Office, Code N32222P, will:

(1) Administratively control assignment of all parking, except for the CIA, along Decatur Ave. and "G" lot Executive spaces.

(2) Ensure appropriate customer parking in Naval Station Bremerton is maintained.

(3) Assign government vehicle parking on Naval Station Bremerton to meet operational needs.

(4) Conduct periodic database review and parking lot audits to ensure personnel are parking as assigned and develop metrics for parking improvement initiatives.

e. Industrial Security Officer, Code 1122.2 will:

(1) Administratively control assignment of Executive parking in CIA, "J" and "G" lot and along Decatur Ave.

(2) Administratively control assignment of all parking within the CIA. CIA parking assignments will be coordinated with the Staff Civil Engineering Division, Code 900SCE, to ensure there is adequate parking for heavy equipment, cranes, busses, etc.

(3) Assign Shipyard parking for government vehicles and official visitor vehicles to satisfy operational needs.

f. Personnel Assigned or Desiring Parking. Car pools, individuals, and executives to inform the Parking Office, Code N32222P, of any change to their parking status (i.e., loss of car pool members, change of work shift of the principal applicant, or if the parking space is no longer being used, etc.).

7. Procedures

a. To Obtain Civilian Parking:

(1) Complete a Parking Assignment Application Record, and return to the NAVSTA Bremerton Parking Office in Bldg 981.

(2) If parking is not available, the employee(s) will be placed on a waiting priority list. The principal driver is responsible to keep the parking application on file up-to-date.

b. To Obtain Shipyard Executive Parking: Industrial Security Officer, Code 1122.2, Bldg. 497, maintains a list of positions entitled to executive parking and assigns parking.

c. To Obtain Handicapped Parking on NAVSTA BREMERTON and Shipyard: Obtain from the Shipyard Branch Clinic an Application for Handicapped Parking. The application must be completed by competent medical authority and endorsed by the applicant's supervisor. Submit application to NAVSTA Bremerton Parking Office. Personnel that are not eligible to use the Shipyard

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clinic must provide written evidence of a handicapping condition signed by competent medical authority or provide a state-issued handicap parking permit.

d. To Obtain Unusual Hour Employee Parking: Obtain an endorsement from the supervisor and department Administrative Officer that includes work hours, a statement that the employee meets the requirements of paragraph 3, and the period of time for which the employee will be assigned to that shift. An extension for unusual hour employee parking may be completed in the same manner as an initial application.

e. To Obtain Military Parking: Registration Decal serves as pass for designated military parking lots.

f. To Obtain Fleet Deployed Parking: The fleet parking lot at SUBASE Bangor is available for crew members of ships deploying 14 days or longer. Deploying units will:

(1) Provide the following information to Submarine Squadron 17 Admin located at SUBASE Bangor, phone number 396-6759:

(a) The ship's POC and telephone number.

(b) Specific dates and times for delivery or removal of vehicles.

(c) Number of parking spaces needed.

(d) Approximate length of time parking is needed.

(2) Ensure a fleet parking card (SUBASEBANGOR 5560-4) is completed for each vehicle.

(3) Post a representative (E-7 or above) on site whenever vehicles are delivered or removed from the lot.

(4) Include dates and times for vehicle removal in the LOGREQ message when returning to port.

g. Union Officials Parking: Union officials will be assigned parking as follows:

(1) BMTC. Two spaces within the CIA near the BMTC office and two spaces in Civilian Staff parking.

(2) PEPS. One space within the CIA near the PEPS office.

(3) Pattern Makers. One space in Civilian Staff "G" Parking Lot.

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(4) IFPTE. One space in the CIA near the IFPTE office and one space in Civilian Staff parking.

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